1. ls	s there a person in your agency who is responsible for coordinating and overseeing the implementation of the records management program? (3)
	CFR 1220.34(a))

	Austra	Ber 1	Response	
1	Yes	ESCURENCE SERVICE SERV	1	100%
2	No		0	0%
3	Do not know	. A	0	0%
	Total		1	

2. Please provide the person's name, position title, and office.

John B. Elli, CRM Agency Records Officer Office of Environmental Information, Office of Information Collection

3. Does your agency have a records management directive(s)? (36 CFR 1220.34(c))

100000000000000		Mill amonths and a superference of the control of t	THE SEASON OF A THE CHARGE PERSON OF THE SEASON OF THE SEA	
	Anomy	Bar	Response	
1	Yes	BOOK STORE SECTION AND AND AND ADDRESS OF THE SECTION OF THE SECTI	1	100%
2	No		0	0%
3	Do not know		0	0%
	Total		1	Till the same of t

4. When was your agency's directive(s) last reviewed and/or revised to ensure it includes all new records management policy issuances and guidance?

FY 2015 - present	Marchael House and President	1001
FY 2013 - 2014	ACCESSION 1	100%
	0	0%
FY 2011 - 2012	0	0%
FY 2010 or earlier	0	0%
Do not know	0	0%
Not applicable, agency does not have a records management directive	0	0%

5. Has your agency updated its records management directives and/or policies to reflect changes to the Federal Records Act (Public Law 113-187)?

	Yes	PROPERTY AND ADDRESS OF THE PROPERTY OF THE PR	100%
	No and the second secon	0	0%
	No, unaware of these changes	0	0%
	Under development	0	0%
	Do not know	0	0%
	Other, please explain	0	0%
Т	Total	1	

6. Has your agency's records management program established strategic goals and objectives?

	Amount	Bar Commission of the Commissi	Response	
7	Yes	enter experience and the enterprise and the enterpr	t	100%
8	No		0	0%
9	To some extent		0	0%
10	Do not know		0	0%
	Total		1	

	Yes		Response	*
	No		1	100%
	To some extent		0	0%
	Do not know		0	0%
Does r	your agency have a network of desiges	nated employees within each program and adminis often called Records Liaison Officers (RLOs) thou	trative area who are assigne	ed records manage

9. Does your agency have internal records management training*, based on agency policies and directives, for employees assigned records management responsibilities? (36 CFR 1220.34(f)) *Includes NARA's records management training workshops that were customized specifically for your agency or use of the Federal Records Officer Network (FRON) RM 101 course.

0

0

3

4

Do not know

Not applicable, please explain

1	Yes	The second secon	100%
2	No	0	0%
3	Do not know	0	0%
4	Not applicable, please explain	0	0%
	Total		

10. Has your agency developed internal, staff-wide, formal training*, based on agency policies and directives, which helps agency employees and contractors fulfill their recordkeeping responsibilities? (36 CFR 1220.34(f)) *Includes NARA's records management training workshops that were customized specifically for your agency or use of the Federal Records Officer Network (FRON) RM 101 course.

Yos	1	100%
No	0	0%
Do not know	0	0%
Not applicable, please explain	0	0%
Total	1	

11. Has your agency developed internal, staff-wide, formal training*, based on agency policies and directives, on the retention and management of records created and maintained in electronic formats? (36 CFR 1220.34(f)) *Includes NARA's records management training workshops that were customized specifically for your agency.

Yes	STREET,	100%
No		
Do not know	0	0%
Not applicable, please explain	0	0%
Total	1	100

12. Has your agency developed internal, staff-wide, formal training*, based on agency policies and directives, on the retention and management of records created through electronic communications including email, text messages, chat, or other messaging platforms or apps, such as social media or mobile device applications? (36 CFR 1220.34(f)) *Includes NARA's records management training workshops that were customized specifically for your agency.

Yes		100%
No	0	0%
Do not know	0	0%
Not applicable, please explain	0	0%
Total		

13. Does your agency require that all senior and appointed officials, including those incoming and newly promoted, receive training on the importance of appropriately managing records under their immediate control? (36 CFR 1220.34(f))

PANAGORIC BERNA	PPT CONTRACTOR ACTAMINATED	SETS LONG TO SET OF THE SET OF TH	THE OTHER DESIGNATION OF THE OTHER DESIGNATION	W. Could be a supplied to the
	A TOWN	Ber	Response	
1	Yes	ACCOUNTS OF THE PROPERTY OF TH	1	100%
2	No		0	0%
3	Do not know		0	0%
	Total		1	

14. Is the records management training described in questions 9 through 13 mandatory?

	Answer Bar	Response	*
1	Yes	1	100%
2	To Some Extent	0	0%
3	No	0	0%
í	Do not know	0	0%
5	Not applicable, agency has not developed internal records management training	0	0%
	Total	1	

15. Which staff members are required to complete the records management training described in questions 9 through 13? (Choose all that apply)

A to wer	Bar	Response	10 200
Agency employees		1	100%
Contractors	CONTRACTOR OF THE PROPERTY OF	1	100%
Senior officials		1	100%
Employees assigned records management responsibilities	White the same of	1	100%
Do not know		0	0%

16. Is records management training included in the new hire in-processing for new employees in your agency?

	Ber	Response	
1	Yes	1	100%
2	No Section 1997	0	0%
3	Do not know	0	0%
4	Not applicable, agency has not developed internal records management training	0	0%
	Total	1	

17. Please add any additional comments about your agency for Section I: Program Activities. (Optional)

While EPA's Records Policy has always noted that records can be created in any format, the policy was revised to emphasize text messages as one of those formats. All Senior Officials are briefed by the Agency Records Officer or their RLO and it is made clear that the creation of a record is based on the content of the information, not the format. EPA has a guidance document and an FAQ for saving records from mobile devices. This information is communicated to staff by Records Alerts and Quarterly Records Management Days, Mandatory Records Management Training and is posted on the Agency's Records Management Website. EPA also revised its records policy to include the following flanguage in addition to sending an alter to the records network and posting the information on the Intranet. "EPA strongly discourages the use of presonal electronic messaging systems, including text messaging on a personal mobile device, for sending or receiving Agency records, but to the extent such use occurs, the individual creating or sending the record from a non-EPA electronic messaging system must copy their EPA email account within 20 days of creation or sending and it must be saved as a record using EZ Email Records, or another approved recordskeeping system." In addition, the Agency developed a checklist for Separating and Transferring Personnel that reminds EPA personnel of all the locations and media where records may be located. EPA personnel are required to complete this form and save the records into an Agency Recordkeeping System before they transfer or leave the Agency. They must also have the form signed by their supervisor and RLO. Senior Officials' checklists must be signed by their respective Information Management Officials (IMOs) before they leave the Agency to ensure that all records are captured into a record-keeping system or turned over to successors.

18. In addition to your agency's established records management policies and records schedules, has your agency's records management program developed and implemented internal controls to ensure that all eligible, permanent agency records in all media are transferred to NARA according to approved records schedules? (36 CFR 1222.26(e)) ** These controls must be internal to your agency. Reliance on information from external agencies (for example, NARA's Federal Records Centers) or other organizations should not be considered when responding to this question.

1	Yes Bar	Response	
2	No.	1	100%
3	Do not know	0	0%
4	Not applicable, please explain	0	0%
	Total	0	0%
Tri o proces	able, perace explain	1 Feetable in Personal	

19. Please select the control activities your agency performs to ensure that all eligible permanent records in all media are transferred to NARA.

(Choose all that apply)

Regular briefings and other meetings with records creators		Response	SSIL
Approval process for transfer notices from Federal Records Centers		1	100%
Monitoring and testing of file plans	CONTRACTOR OF CONTRACTOR CONTRACTOR	1	100%
Regular review of records inventories	V-	0	0%
Internal tracking database of permanent record authorities and dates	Commence of the second second second second	1	100%
Other, please explain		Terresponda 1	100%
e Delicities and American and American		0	0%

20. In addition to your agency's established policies and records schedules, has your agency developed and implemented internal controls to ensure that Federal records are not destroyed before the end of their retention period? (36 CFR 1222.26(e)) ** These controls must be internal to your agency. Reliance on information from external agencies (for example, NARA's Federal Records Centers) or other organizations should not be considered when responding to this question.

	0	100%
1 know		0%
pplicable, please explain		0%
		0%
	know	know

21. Please select the control activities your agency performs to ensure that Federal records are not destroyed before the end of their retention period. (Choose all that apply)

1	Regular review of records inventories	Response	DES MERCHANG
2	Approval process for disposal notices from off-site storage	0	0%
	Require certificates of destruction	1	100%
	Monitoring shredding services	1	100%
	30.00 (2000 CO	0	0%
	Performance testing for email	0	0%
	Monitoring and testing of file plans	0	0%
	Pre-authorization from records management program before records are destroyed	0	0%
	Ad hoc monitoring of trash and recycle bins	1	100%
	Notification from facilities staff when large trash bins or removal of boxes are requested	0	0%
	Annual records clean out activities sponsored and monitored by records management staff	0	0%
	Other, please explain	- 2	100%

The discussion of preventing unauthorized destruction is included in the Records Briefings given to Senior Officials and Political Appointees and in the mandatory agency-wide records management training. RLOs from programs and regions must review all requests to destroy records. A reminder about unauthorized destruction is also posting on the EPA Records Website.

22. Does your records management staff have oversight over records created at the highest levels of your agency (i.e. those of Agency Heads and
appropriate advisors, and executive support staff) in order to ensure they are created, maintained, captured, preserved, and, when applicable, properly
transferred to NARA? (36 CFR 1220)

1	Yes	Bit	Response	100%
2	No		0	0%
3	Other, please explain		0	0%
	Total		1	
	re explain			

23. Does your agency evaluate, by conducting inspections/audits/reviews, its records management program to ensure that it is efficient, effective, and compliant with all applicable records management laws and regulations? ** For this question, your agency's records management program, or a major component of the program (e.g., vital records identification and management, the records disposition process, records management training, or the management of your agency's electronic records) must be the primary focus of the inspection/audit/review.

1	Yes	Response	100%
2	No	0	0%
3	Do not know	0	0%
4	Not applicable, please explain	0	0%
	Total	1	
2004100230		And the service of th	

24. How often is your records management program, or a major component of your program, evaluated for compliance with agency records management policies and procedures?

824	Addition 1	Response	
1	Every 1 - 2 years	0	0%
2	Every 3 - 4 years	0	0%
3	Every 5 years	1	100%
4	More than every 5 years	0	0%
5	Do not know	0	0%
7	Not applicable, agency does not evaluate its records management program	0	0%
	Total	1	

25. Was a written report prepared as part of the most recent inspection/audit/review?

Z.	Answer Control of the	Response	*
1	Yes	1	100%
2	No	0	0%
3	Do not know	0	0%
5	Not applicable, agency does not evaluate its records management program	0	0%
	Total	1	

26. Do your agency's evaluation procedures include creating plans of corrective action that are monitored for implementation?

F183	Answer 1997 And 1997 Answer 19	Response	*
1	Yes	1	100%
2	No	0	0%
3	Do not know	0	0%
4	Not applicable, agency does not evaluate its records management program	0	0%
	Total	1	

1	Yes	Bar Response	*
2	No	The second secon	100%
3	Currently under development	0	0%
4	Do not know	0	0%
5	Not applicable, please explain	0	0%
	Total	0	0%
Formus	Note, please asplate	1	

- Update Agency Records Policy - Consolidate records schedules - Update the Records internet site - Make a determination regarding the use of Capstone - Complete mandatory records management training for all EPA employees and contractors - - Develop electronic tools to capture records form the desk top

29. Please describe the progress your agency has made towards identifying performance goals for its records management program. Include the time frame for completion in your remarks.

30. Has your agency's records management program identified performance measures for records management activities such as training, records scheduling, permanent records transfers, etc.?

Yes		Response	
No	POPPER PROPERTY CONTRACTOR OF THE PROPERTY OF THE PARTY O	1	100%
Currently under development		0	0%
Do not know		0	0%
Not applicable, please explain		0	0%
Total		0	0%
		1	

31. Which of these input measures do you collect to monitor your records management program's performance? (Choose all that apply)

1	Percentage of records scheduled	Ber Respon	AND REAL PROPERTY.
	Percentage of staff trained in records management	The state of the s	100
	Percentage of offices evaluated/inspected for records management compliance	The state of the s	100
	Percentage of email management auto-classification rates	0	0%
	Development of new records management training modules	0	0%
	Audits of internal systems	The second secon	1009
	Annual updates of file plans		0%
	Performance testing for email applications to ensure records are captured	0	0%
	Do not know		1009
	Other, please explain	0	0%
	te as e a splate	0	0%

32. Please describe the progress your agency has made towards identifying performance measures for its records management program. Include the time frame for completion in your remarks.

33. Does your agency's records management program have documented and approved policies and procedures that instruct staff on how your agency's permanent records in all formats must be managed and stored? (36 CFR 1222.34(e))

2000	Arismer 1	Ber .	Response	
1	Yes		1	100%
2	No		0	0%
3	Do not know		0	0%
	Total		1	

34. Has your agency identified the vital records of all its program and administrative areas? (36 CFR 1223.16)

Yes		100%
No	0	0%
Do not know	0	0%
Not applicable, please explain	0	0%
Total	1	

35. How often does your agency review and update its vital records inventory? (36 CFR 1223.14)

1000				
	Annually	Constitution of the Consti	(1)	100%
	Every 2 - 3 years		0	0%
E.	Every 4 - 6 years		0	0%
	Never		0	0%
	Do not know		0	0%

36. Is your vital records plan part of the Continuity of Operations (COOP) plan?

	Answer	Bar	Response	***
1	Yes		1	100%
2	No		0	0%
3	Do not know		0	0%
	Total		1	

37. Please add any additional comments about your agency for Section II: Oversight and Compliance. (Optional)

gat Response

EPA posts all the program's and region's essential (vital) records on a COOP network share drive as well as a COOP SharePoint site, to ensure that they are available to essential personnel during COOP exercises and in case they are needed during an actual emergency/disaster.

38. When was the last time your agency submitted a records schedule to the National Archives?

1	FY 2013 2015	NAME OF TAXABLE PARTY O	100%
	FY 2010 - 2012	0	0%
	FY 2007 – 2009	0	0%
	FY 2006 or earlier	0	0%
	Do not know, please explain	0	0%
	Total	1	

40. Does your agency disseminate every approved disposition authority (including newly approved records schedules and General Records Schedule items) to agency staff within six months of approval? (36 CFR 1226.12(a))

	And your	Bar	Response	74
1	Yes	The state of the s	1	100%
2	No		0	0%
3	Do nat know		0	0%

41. Did your agency transfer permanent non-electronic records to NARA during FY 2015? (36 CFR 1235.12)

	Yes	1	100%
	No	0	0%
	No - No records were eligible for transfer duning 2015	0	0%
	No - New agency, records are not yet old enough to transfer	0	0%
	Do not know	0	0%
	Other, please explain	0	0%
	No - My agency does not have any permanent non-electronic records	0	0%
1	fotal	1	

42. Did your agency transfer permanent electronic records to NARA during FY 2015? (36 CFR 1235.12)

1	Yes	Employee A policy and	The state of the s	100%
	No		0	0%
	No - No electronic records/systems were eligible for transfer during FY 2015		0	0%
	No - New agency, electronic records/systems are not old enough to transfer		0	0%
	Do not know		0	0%
	Other, please explain		0	0%
	No - My agency does not have any permanent electronic records		0	0%
	Total		1	

43. Were the permanent electronic records transferred during FY 2015 using the Electronic Records Archives (ERA)?

PSC NOTE HIS EXCENSION.				
	Altered	Ber	Response	*
1	Yes	A STATE OF THE PARTY OF THE PAR	1	100%
2	No		0	0%
3	Do not know		O	0%
	Total			

	44. Does your agency have a method for estimating the volume in a	bytes of permanent electronic records currently being maingency?	intained b	y your
	Artist .			
1	Yes	Bar	Response	
2	No		o	0%
3	Do not know		0	0%
4	Not applicable, my agency does not have any permanent electronic records		0	0%
	Total	The second secon	1	100%
			1	

Anaver	NAME AND DESCRIPTION OF THE OWNER, WHEN THE OW	
FY 2016 Bar	Response	
FY 2017	1	100
FY 2018	1	100
FY 2019	1	100
FY 2020	1	100
After FY 2020	1	100
Do not know, please explain	1	100
Not applicable, my agency does not have any permanent electronic records	0	09
	0	0%

TEE	America		
- Carlotte	Yes	Response	*
	No.	1	100%
	Do not know	0	0%
	Not applicable, please explain	0	0%
	Total	0	0%
		1	

 What methods does your agency use to track its permanent records? (THE RESIDENCE OF THE PARTY OF T	
Anami	Bar -	Response	
Rely on Federal Records Center notifications			APPLICATION AND ADDRESS OF THE PERSON ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON ADDR
Maintain an inventory			1009
Database or other automated tracking	The same of the sa		1009
Manual tracking	Market and the second s	1	1009
Other, please explain	A SOUTH OF THE RESIDENCE OF THE PARTY OF THE	1	1009
Product of the second of the s	THE RESIDENCE OF THE PARTY OF T	1	1009

The National Records Management Program (NRMP) works with NARA staff to track the annual move of permanent electronic and non electronic records due for transfer to NARA, Each year, the NRMP sends a reminder about the requirement to the RLOs. RLOs work with their program or region to ensure that the permanent records are not subject to any litigation holds, FOIA or congressional requests. Transfer documentation is prepared by NRMP in coordination with RLOs, next NRMP works with NARA staff to transfer paper records from Federal Records Centers (FRCs) and electronic records via ERA, or other approved methods.

Mark with the	s your agency store inactive temporary and/or perman		
CHE	Answer	r Response	
1	Yes		Contract Con
2	No		100%
3	Do not know	0	0%
	Total	0	0%

THE	Answer			
MONES	Yes	Par and the second seco	Response	* 1
	No	NAME OF TAXABLE PARTY.	1	100%
	Do not know		0	0%
	Total		0	0%
			1	

50. Does your agency store inactive temporary and/or permanent records in an agency records center? (Note: This does NOT include agency staging areas and temporary holding areas.)

Terretative and some			maining di cao.	
C	Answer	Bar		STANKER VERSION AND DESCRIPTION OF THE PROPERTY OF THE PROPERT
1	Yes	The state of the s	Response	*
2	No		1	100%
3	Do not know		0	0%
	Total		0	0%
			1	

51. Does the records center comply with the standards prescribed by 36 CFR 1234?

1	Yes	94	Response	*
2	No	A CONTRACTOR OF THE PARTY OF TH	1	100%
	Do not know		0	0%
	Total		0	0%

52. Does your agency store inactive temporary and/or permanent records in an agency records staging or holding area?

	Anamer		
4	Yes	Response	*
5	No	The state of the s	100%
6	Do not know	0	0%
	Total	0	0%
		1	

53. Does the staging or holding area(s) comply with the standards prescribed by 36 CFR 1234*? *It is not required but encouraged that staging or holding areas comply with 36 CFR 1234.

	African	Bay	MONTH STOLL STATE OF THE STATE
4	Yes	Response	Y 5
5	No	0	0%
6	Do not know	0	0%
	Total	The state of the s	100%

54. Does your agency provide exit briefings for senior officials on the appropriate disposition of the records, including email, under their immediate control? (36 CFR 1230.10(a & b))

1	Yes	Bar Response	***
	No		100%
	Do not know	0	0%
	Not applicable, please explain	0	0%
	Total	0	0%
		1	

The Agency developed a checklist for Separating and Transferring Personnel that reminds EPA personnel of all the locations and media where records may be located. EPA personnel are required to complete this form and save the records into an Agency Recordkeeping System before they transfer or leave the Agency. They must also have the form signed by their supervisor and RLO. Senior Officials' checklists must be signed by their respective Information Management Officials (IMOs) before they leave the Agency to ensure that all records are captured into a recordkeeping system or turned over to successors. The completed and signed forms are maintained by the employee's RLO.

| Sar | Response | Sar | Response | Sar | Response | Sar | Response | Sar | Sa

57. Upon separation, are senior officials required to obtain approval from records management program staff or other designated official(s) before removing personal papers and copies of records?

l	Yes	And the second s	1	100%
2	No, please explain		0	0%
3	Do not know		0	0%
	Total		1	

58. Please add any additional comments about your agency for Section III: Records Disposition. (Optional)

Total

Question 57. Senior Officials are allowed to remove personal papers without approval but they are not allowed to remove copies of records without approval. Question 45: Generally, EPA's permanent electronic systems are transferred annually. Other permanent electronic records are transferred in accordance with NARA approved records schedules.

59. Has your agency incorporated and/or integrated internal controls to ensure the reliability, authenticity, integrity, and usability of agency electronic records maintained in electronic information systems? (36 CFR 1236.10)

			100%
2	Yes No	0	0%
3	Do not know	0	0%
4	Not applicable, please explain	0	0%
Т	Total	1	

60. Does your agency have documented and approved procedures to enable the migration of records and associated metadata to new storage media or formats so that records are retrievable and usable as long as needed to conduct agency business and to meet NARA-approved dispositions? (36 CFR 1236.20(b)(6))

	Attempt	Bar	Response	
1	Yes	The state of the s	1	100%
2	No		0	0%
3	Do not know		0	0%
	Total		1	

	Assert	Ber	*
1	Yes	Product of the product of the state of the s	100%
2	No	0	0%
3	Do not know	0	0%
4	Not applicable, please explain	0	0%
	Total	1	

62. Does your agency maintain an inventory of electronic information systems that indicates whether or not each system is covered by an approved NARA disposition authority? (36 CFR 1236.26(a))

1))	Yes	And the second s	1	100%
	No, please explain		0	0%
	Do not know		0	0%
	Total	VIII. 110 110 110 110 110 110 110 110 110 11	1	

63. Does your agency ensure that records management functionality, including the capture, retrieval, and retention of records according to agency business needs and NARA-approved records schedules, is incorporated into the design, development, and implementation of its electronic information systems? (36 CFR 1236.12)

1	Yes	Manager (Explored Train and Constitution)	1	100%
2	No, please explain		0	0%
3	Do not know		0	0%
4	Not applicable, please explain		0	0%
	Total		1	

64. Does your agency's records management program staff participate in the design, development, and implementation of new electronic information systems?

	Yes	1	100%
	To Some Extent	0	0%
	No, please explain	0	0%
	Do not know	0	0%
	Not applicable, please explain	0	0%
Т	Total Total	1	

65. W	hich of these activities d	oes your agency's red	cords management pr commended solution	ogram staff partici	pate in to ensure th	at records requirer	nents are part of
		the re	Commended Soldton				
OF CITE							1 100%
	ticipate in review and acceptance of pr ticipate as stakeholder in requirements				AND THE PROPERTY OF THE PROPER	AND DESCRIPTION OF THE PARTY OF	1 100%
	ticipate as stakeholder in design phase				AND DESCRIPTION OF THE PARTY OF	-	1 100%
	ticipate as stakeholder in developmen		m		AND DESCRIPTION OF THE PARTY OF	NA PROPERTY OF TAXABLE PARTY.	1 100%
	vide sign off authority for the implemen						0 0%
6 Mor	nitor system for adherence to standard	s, policies, and procedures					0 0%
7 Pro	vide information only						0 0%
	not know						0 0%
10 Oth	er, please explain					CONTRACTOR OF THE PARTY OF THE	
Other sweet	explain.						
66. Do	es your agency have do	cumented and approv	red policies and proce than 180 days? (3	dures in place to h	andle email record	s that have a reten	tion period longer
MAGERIA DE COMPENSA			B.,		Re	sponse	*
1 ACE ACE	Angwer Yes	第120年1月1日 1月1日	AND SECRETARIES OF SEC.			1	100%
2	No, please explain		112			0	0%
3	Do not know					0	0%
Green	Total					1	
THE PERSON							
Light common street or					and the second s		
67. records t	Does your agency have to NARA described in NA Formats S	IDA 2014-04: Annend	roved policies and pro ix A, Revised Format ://www.archives.gov/r	cilinance for the l	ransier of Fermane	III Electionic Reco	permanent email rds – Tables of File
						ACCOMPANY OF THE PARTY OF THE P	
	Anawer		Bar		Respons		100%
1	Yes		AND DESCRIPTION OF THE PERSON NAMED IN COLUMN 1	THE PERSON NAMED IN COLUMN	0		0%
2	No				0		0%
3	Do not know Total				1		
				- 1			
68. Do	employees in your ager	cy have more than or	ne agency-administer	ed email account?	(NARA Bulletin 201	3.02)	
	Antwor		Bar		Respons		*
1	Yes	August Marie Marie Valley and Control of the Control	Residence of the Control of the Cont		1		100%
2	No				0		0% 0%
3	Do not know				0		
	Total				(***		
69.	Does your agency have	documented and app preserved in an ap	proved policies that ac opropriate agency rec	ddress these types ordkeeping system	of accounts and th	at state that email b))	records must be
		Secretary of the Property of the Secretary of the Secreta		on reconserved and the	Respon		
	Arrayer		Sar		1	A COUNTY OF THE PARTY OF THE PA	100%
1	Yes		Annual and the second	DEPARTMENT OF THE PARTMENT OF	0		0%
3	No Do not know				0		0%
3	Total				1		
70. Do	oes your agency allow th	e use of personal em	ail accounts to condu	ct official business	? (36 CFR 1236.22(b))	
THE PER	Anewer		Bar		Respon	•	Υ
1	Yes		1		0		0%
2	No	¥:	CONTRACTOR STATE		1		100%
3	Do not know				0		
	Total				1		

71.	Does your agency have documented and app	roved policies that address the vessel-		
rec	Does your agency have documented and app elved by such accounts must be preserved in a d received by users of these accounts must be	an appropriate agency record/septing sy	personal email accounts that state that	all emails created and
an	d received by users of these accounts must be days after the original cre	forwarded to an official electronic mes	saging account of the officer or emple	email records created
	days after the original cre	eation or transmission of the record? (3	6 CFR 1236.22(b) and P.L. 113-187)	yee no later than 20
DIVIDENCE E	THE TAX STATE OF SUPPLIES AND ADDRESS OF THE SAME OF T			
	Assyrar	Bar	Response	THE PARTY OF THE P
	1 Yes		0	0%
	2 No		0	
	3 Do not know		0	0%
	Total		0	0%
			7	
72	Does your agency's small sustantial to			
	Does your agency's email system(s) retain the	e intelligent full names on directories or	r distribution lists to ensure identifical	ion of the sender and
of State of	22210300(3) 101 1110	se email messages that are Federal rec	ords? (36 CFR 1236.22(a)(3))	
	Artswar			
1	Yes	Bar	Response	*
2	No	STATE OF THE STATE	1	100%
3	Do not know		0	0%
	Total		0	0%
			1	
73.	What method(s) does your agency employ to c	apture and manage email records? (Ch.	oose all that annivi	
			oose an that apply)	
Carl.	Antivor	STATE OF THE PROPERTY OF THE PROPERTY OF THE PARTY OF THE	Bar	CONTRACTOR NAME AND ADDRESS OF THE PARTY OF
1	Print and file		9"	Response %
2	Captured and stored as .PST			1 100%
3	Captured and stored in an electronic records management system			0 0%
4	Captured and stored in an email archiving system			1 100%
5	Not captured and email is managed by the end-user in the native system	n	ATTENDED TO THE PERSON OF THE	1 100%
6	Other, please be specific			0 0%
WILLIAM TO THE REAL PROPERTY.	10.00	No.		0 0%
in the second	sese be specific			
				AND DESCRIPTION OF THE PARTY OF
74.	Does your agency audit staff compliance with t	b		1
	the state of the s	ne agency's email preservation policies		
	Anguer			
1	Yes	Ear	Response	*
2	No	AND DESCRIPTION OF THE PARTY OF	1	100%
3	Do not know		0	0%
	Total		0	0%
			_ 1	
75. v	Who audits staff compliance with the agency's ϵ	email preservation policies? (Choose al	I that apply)	The second secon
00.000		Preservation policies (Choose a)	Titlet apply)	
W.ES	Arawa	Bar		THE PERSON NEWSPINSON AND ADDRESS OF
1	Inspector General	DII.	Response	×
2	Chief Information Officer		0	0%
3	Agency Records Officer		0	0%
4	Other, please explain		0	0%
5	Do not know		1	100%
			0	0%

The Enterprise Content Management System (ECMS) Program Management Office (PMO) staff and programs and regional RLOs monitor records counts and appropriate record schedule usage.

Annual	Bar	Response	*
Every 6 months	Water Bernett State (Free Course)	1	1009
Every year		0	0%
Every 2 years		0	0%
Less frequently than every 2 years		0	0%
Do not know		0	0%
Not applicable, agency does not audit staff compliance		0	0%

77. Does your agency plan to adopt the "Capstone" approach to managing email records as specified in NARA Bulletin 2013-02, Guidance on a New Approach to Managing Email Records?

	Yes		0	0%
2	No, please explain		0	0%
3	Do not know	Control of the Contro	i	100%
	Total		1	

78. Have you submitted a retention schedule for identifying "Capstone" accounts for approval by NARA?

Yes	0	09
No, please explain	0	0.0
Do not know	0	0
Not applicable, planning to use GRS 6.1; Email Managed Under a Capstone Approach	0	0
Total	0	

79. Does your agency have documented and approved policies and procedures in place to manage electronic messages including: text messages, chat/instant messages, voice messages, and messages created in social media tools or applications?

1	Yes	MARKET TO THE PARTY OF THE PART	 100%
2	No	0	0%
3	Do not know	0	0%
4	Other, please explain	0	0%
	Total		

80. Does your agency have an approved records schedule covering electronic messages including: text messages, chat/instant messages, voice messages, and messages created in social media tools or applications that meet the definition of a Federal record?

	Answer	Bar	Response	*
1	Yes	SECURE OF THE CONTRACT OF THE PROPERTY OF THE	1	100%
2	No		0	0%
3	Do not know		0	0%
	Total		1	

86. Does your agency records officer meet regularly (four or more times a year) with the SAO for Records Management to discuss the agency records management program goals?

B.730001900001		Bar	Response	
1	Yes		1	100%
2	No		0	0%
3	Do not know		0	0%
	Total		1	

87. Is your agency actively working with NARA appraisal staff to schedule all unscheduled paper and other non-electronic records by December 31, 2016?

THE	Answer	Response	*
1	Yes	1	100%
2	No	0	0%
3	Do not know	0	0%
4	Not applicable, all paper and other non-electronic records have been scheduled	0	0%
,	Total	1	

88. Does your agency have a method of continually identifying new and unscheduled records?

	Anawor	Gar	Response	*
1	Yes		1	100%
2	No		0	0%
3	Do not know		0	0%
	Total		1	

89. What methods does your agency use to identify new and unscheduled records?

The RLOs and records contacts in each program office and region report any new programs or initiatives that may create or receive new series of records to the NRMP. The NRMP also reviews all communications such as progress reports, program office weekly reports, mass mailers introducing new projects, EPA's website and public news sources, looking for instances where new records series might be created or received by EPA staff.

90. Has your agency identified any additional unscheduled records that have not already been reported to NARA?

1	Yes		0	0%
2	No	Constitution of the Consti	1	100%
4	Do not know		0	0%

91. Please send to rmselfassessment@nara.gov by January 29, 2016, an updated spreadsheet containing only the newly identified unscheduled records that have not already been reported to NARA. (The spreadsheet was sent to RMSA contacts on November 2, 2015, along with an advanced copy of the questionnaire. Please email rmselfassessment@nara.gov if you did not receive it or need another one.)

SALES TO PERSON		Response	*
SEREMENTONIA	Sent	0	0%
2	Not Sent	0	0%
	Total	O O	

92. Does your agency use cloud services?

2712WE	Answer	Gar	Response	%
Don't Extra	Yes		1	100%
2	No		0	0%
3	Do not know		0	0%

Email Email Email Annowable funders such as apprile purchasing, and francisi management Miscologicarum related functions Correct please excellant Do not known Are record keeping requirements included? Email Yes 1 1 1 1055 A record keeping requirements included? Email Float 1 2 1 1 1 1055 Do not known 1 1 1 1 1 1055 Do not known 1 1 1 1 1 1055 Do not known 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								OR OTHER DESIGNATION OF THE PARTY OF THE PAR	THE RESERVE AND ADDRESS.
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99. Does your agency use your RMSA scores to measure the effectiveness of the records management program? Yes 100% 2 No 0 0% 3 Do not know 0 0% 4 Comments: (Optional) - Please include in your comments how you use the RMSA, if applicable 0 0% Comments: (Optional) - Please include in your comments how you use the RMSA, if applicable

range sure				
	Arisseer	Bar	Response	
1	500,000 or more FTEs		0	0%
2	100,000 - 499,999 FTEs		0	0%
3	10,000 - 99,999 FTEs		1	100%
ı	1,000 - 9,999 FTEs		0	0%
;	100 – 999 FTEs		0	0%
3	1 – 99 FTEs		0	0%
è	Not Available		0	0%
	Total			

101. What other staff, offices, or program areas did you consult when you completed this self-assessment? (Choose all that apply) Senior Agency Official 100% 1 2 Office of the General Counsel 100% 1 **Program Managers** 100% 3 Information Technology staff 100% 100% Records Liaison Officers or similar Administrative staff 0% Other (please be specific) 100% 7 None 0 0% The National Records Management Program (NRMP) staff (FTEs and Contractors)

	Answer (1997)	Bar	Response		%
nelill.	Less than 3 hours		0	2000 Dec 2000 Dec	0%
	More than 3 hours but less than 6 hours		0		0%
	More than 6 hours but less than 10 hours		0		0%
	More than 10 hours		1		100%

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	Arabon	Bar	Response	
1	Yes	Section of the second section of the section of the second section of the section of the second section of the	1	100%
2	No		0	0%
3	Do not know		0	0%
	Total		1	

104. Please	provide your contact informate	tion.			
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Name of the last	Agency, Bureau, or Office:		Job Title	Emill Address	Phore Number
John B. Ellis	Environmental Protection Agency (EPA)		Agency Records Officer	ellis.john@epa.gov	202-566-1643
105 Are vo	ou the Agency Records Officer	?			
100. Alle jo	a the rigency		THE PARTY OF THE P		
	Answer	Bar		Response	*
1	Yes	to the substitute of the subst		1 -	100%
2	No			0	0.76
	Total			1	
106. Please	e provide the name of your Ag	ency Records Officer.			
			THE REPORT OF THE PERSON NAMED IN COLUMN TO THE PERSON NAMED IN TH		
Text Response					
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a Called Part College	AND DESIGNATION OF THE PARTY OF			STATE OF THE PARTY	
109. Do yo	ou have any suggestions on in	proving the Records M	lanagement Self-Assessm	ent next year?	
- A LEAV AMOUNTS HORSTON	oner tudove decide de la company				
Tox Rosperes		to compound statements but only all	low the choice of "Yes, No or Do not Know	v" which make it difficult to respond accura	ely or completely in this simple format. It would be concise reporting to meet NARA's needs but allow
employees have on	nly one account, however there are cases where question 70 is phrased as an all or nothing ques	an employee may have a business tion regarding whether an Agency p	need to have access to more than one accernits use of personal email accounts, w	count. As phrased, the question is present there it seems likely that many agencies, in	ed as an all or nothing – either all employees do d cluding EPA permit use with strict or narrow
limitations.	queston / o is pinased as an en el institution question				
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